Dive Mishap Reporting
Afloat Safety Division
Code 32 Diving
Safe-Divesalvage@navy.mil
(757) 444-3520 x 7837
Select Mishap/Hazard Reporting
Select Shore/Ground and hover your cursor over Mishap Reporting. A new mishap type box will appear and select diving.
Click on select under General Information
Select Diving (on duty) and Continue
Enter all pertinent information, for each one of the pages listed in blue.
List any authorized drafters and be sure to select All Navy Diving Commands under Community of Interest (COI)
List any involved commands, to add an involved command, click "Add Command" and fill out all applicable information. Any command listed as involved will be able to see the full version of the report.
Fill out applicable involved property information. Start typing noun name in EIC block and most likely choices will show up. To add more than one involved property, click add property under Involved Property drop down.
Fill out all Involved Personnel information. To add additional personnel, click “add” person under Involved Personnel drop down.
When filling in preconditions, supervisory, and organizational factors, select factors which best fit the scenario, then click the blue “add” radio button.
Fill in applicable recommendation information. If there are multiple recommendations, select which factor they apply to. To add additional recommendations, click “recommendations” drop down. Once completed, click on “save”, then select “validate”.
After selecting “validate”, if there are any corrections they will be annotated in red next to the corresponding page that the correction is needed on. The number indicates how many corrections are needed per page.
Once validated click save. At this point, click “Report Actions”, “View PDF, and save a copy for your files.
After saving a copy of the PDF for your files, Click on “Release” to send the report to the Naval Safety Center.